

DISBURSING BCA QUESTIONS AND ANSWERS:

1. The Statement of Capabilities can be no longer than 5 pages. In answering a) through i), May we use additional pages?

Response: Capability statements to this Request for Information (RFI) should include addressing the questions.

2. What is the due date for responses to this RFI?

Response: August 17, 2003

3. The subject RFI limits the Statement of Capabilities to 5-pages with the caveat that Briefing slides/Power Point slides will not be considered. To clarify, does this mean you aren't allowing Briefing/Power Point slides to be a part of the statement or that any such slides don't count towards the 5-page limit?

Response: Briefing slides can be part of the 5-page limitation and will count toward the 5 pages. Please note that separate power point presentation outside of the 5-page limitation will not be considered. However 2 written pages, 3 power point slides will constitute 5-pages and be considered. The total pages for the capability statements are limited to 5. If you can explain in 5 Power Point briefing slides your ability to provide Disbursing Services, the 5-page presentation will be considered, but can not be submitted in addition to written statements.

4. What is included in the "Systems:" function (under "Overview of Disbursing Functions") beyond the local, non-TSO disbursing support functions?

Response: Non-TSO (Technology Services Organization) Disbursing System personnel perform, but not limited to, the following tasks: Liaison with TSO personnel; run adhoc queries in the disbursing system; provide functional testing; train users; control access to various functions/entry points (there are over 100 of these in some systems); perform regular balancing and control queries to detect systems problems and potential fraud; monitor table usage and response time; outline new requirements; perform monthly validation of users with supported sites; trouble shoot problems (i.e., loss of fixed LU for remote printer; and correct all data discrepancies such as transactions doesn't update all tables or data values are incorrect after functional processing).

5. Bank of America is extremely excited to provide a response for information regarding your Disbursing Services. However, we have several questions:

a. What are the format requirements within the 5-page limit?

Response: None. The capability statement should outline your ability to perform disbursing as outlined in the RFI. If you want to use a word document or a 5-page PowerPoint slide, the limit is 5 pages.

b. Is there a preferred font and size?

Response: As long as it's readable. At least 10 pt.

c. Is the 5-page limit front side of the page only?

Response: Yes

d. Would a Cover Page count as one of the five?

Response: If it's only introducing your Company- No. If it talks about your capabilities – Yes.

e. Are there margin requirements?

Response: Standard for submission of any document. At least 1 inch.

6. Regarding your RFI, we are interested in knowing if you are considering actually having a commercial company disburse Federal funds (checks, bonds etc.) along with the print functions for the Advice of Pays (AOP's), etc.

Response: The RFI is being published to inquire if there are any commercial companies that can perform all disbursing services as outlined. This includes Electronic Funds Transfer (EFT) and check services, to include print functions, in addition to the other functions outlined.

7. In response to subject RFP, are proposals to be delivered to the contracting office at Columbus, OH and do they need to be hard copy only, or may they be sent by e-mail.

Response: Please let me clarify that this is not a RFP (Request for Proposal), rather than a RFI (Request for Information). As stated in the RFI, the government has made no decision for an active solicitation. When submitting your capability statement (limited to 5-pages), please email as an attachment to Ms. Darla Wood at darla.wood@dfas.mil.

8. When available please inform me (via e-mail) how DFAS would like vendors to respond to RFIASDDIBURSING and where.

Response: Please provide the 5-page response electronically, as an attachment to Ms. Darla Wood at the following email address: darla.wood@dfas.mil

9. Following questions from 1 vendor.

a. Kansas City and Denver accountability is reported daily, how often is reported at the other centralized sites?

Response: All sites reconcile/balance accountability daily.

b. The customer activities, of Indianapolis, input 93% of the collections, what is the percentage at the other centralized sites of customer input?

Response: Less than 1% for Cleveland, approximately 40% for Kansas City, and approximately 95% for Denver. The level of effort is in relation to field sites and numbers of deputies.

c. How many users are there for Denver and Kansas City?

Response: 830 for Denver and 950 for Kansas City.

d. What restrictions (if any) will be imposed on site consolidation?

Response: Regardless of number of sites, Disbursing services as outlined in this RFI will continue to be performed. Capability statements should address the ability to perform these services, considering the volume involved.

e. What are the current record retention requirements and procedures?

Response: Dependent of type of voucher, retention ranges from 6 years 3 months to 30 years.

f. Why does Columbus have multiple Disbursing Station Symbol Numbers (DSSN's) for each department?

Response: To prevent cross disbursements and support the various Defense Agency customers.

g. Which of the multiple systems used by Columbus, is for each department/agency?

Response: MOCAS supports all major contracts for DoD. SAMMS, BSM, AVEDS, FAS, DISMS support DLA. SAVES supports DeCA. SRD1 supports Defense Agencies and Military Services, to include DRMS collections and IATS payments.

h. What is the annual cost/budget for disbursing services, by central site?

Response: Approximately \$50M overall.

i. What is the number of personnel at each disbursing site?

Response: The Disbursing RFI provides an overall total of personnel performing DFAS Disbursing services. This RFI is not being published to break out resources

by site, as the focus of the RFI is the capability to perform the Disbursing Services outlined, which are services across all DFAS.

j. How is accountability for Marine Corps tactical elements reported?

Response: The performance of Tactical Disbursing is not part of this RFI. However, tactical elements report interface directly into the Marine Corps accounting system.

k. Would virtually all systemic and operational functions addressed in the RFI be encompassed if contracted out or would only portions be addressed, since 25% of this effort is Inherently Governmental positions?

Response: This is a Request for Information (RFI). It is to gauge the capability of Industry to perform Disbursing services as outlined in the RFI. It is not a commitment by government to perform an active solicitation. The RFI outlines the approximate percentage of Inherently Governmental positions.

l. What is the significance of the different versions of SRD1, used by Kansas City, Indianapolis, and Columbus?

Response: Different versions are used primarily because of accounting format differences.

m. What is the work around processes in the disbursing offices?

Response: This question is not appropriate for an RFI.

n. What if any major systems enhancements are planned/in-process for ADS, CDS, SRD-1 and interfacing systems applications that would have a significant operational impact?

Response: System enhancements are not applicable to a response regarding your capability to perform Disbursing services outlined in the RFI.

o. What types of Government support and/or restrictions would be anticipated for any contractor initiatives to improve efficiency/reduce costs?

Response: This question is inappropriate for an RFI. As stated in the RFI, there is no commitment by the government to pursue competitive sourcing for DFAS Disbursing. The RFI is being used solely as a Market Research tool.

p. Appropriation transfer transactions are processed by Indianapolis, how is this accomplished at the other sites?

Response: In primarily the same manner as outlined for Indianapolis.

q. Has there been any consideration given to execute this possible offering in segments, for example, by department or centralized site?

Response: See response to question #15.

r. Are there separate categories of suspense account transactions? If yes, what are the categories?

Response: Please see the response to question #15.

s. What is the dollar value of transactions and number of transactions in the suspense account by category (question 18)? Total value by centralized site, if not available by category.

Response: Workload data by site for each transaction is not applicable to your capability to perform Disbursing services as outlined in the RFI. The concentration is on the overall services, which encompasses DFAS Disbursing responsibilities.

t. What is the volume of business by each centralized site, by the items that were listed in RFI, for transactions processed?

Response: The Disbursing RFI provides a total volume of business for Disbursing Services, which is the focus of the RFI and which any capability statement should address. This RFI is not being published to account for volume of business by site, rather than overall disbursing volume and Industry's capability to perform the services and associated volume.

u. An overall staffing level was provided, what is the staffing level by site?

Response: See the response to question #9

v. Indianapolis centrally processes 99% of its disbursements. All expenditure data for 165 accounting stations is centrally processed and distributed. What is the difference?

Response: Disbursement is the physical process of making outlays. Expenditure data is the detailed accounting for those disbursements/outlays, which in turn feeds both Treasury at the summary level and the budget execution reporting at the detail level. 99% of the physical outlays are done centrally. 100% are reported through one of the 165 supported accounting stations.

w. What types of oversight would be envisioned by DFAS, DoD, Treasury and or others?

Response: Please see the response to question #15.

x. As potential fiduciary/legal ramifications associated with an erroneous or improper payment could be profound, would any government indemnifications be provided and under what conditions.

Response: Please see the response to question #15.

10. Have we totally missed our opportunity to be on the list of contractors that would receive the respective RFP(s), should they be issued or is there a way for us to recover from this oversight.

Response: The RFI (Request for Information) was used as a Market Research tool to gauge Industry's interest and capability in performing the Disbursing services function currently performed by DFAS. It was not published as a commitment by the government to issue a RFP at any given time. Should the decision be made to issue an RFP, guidelines under the OMB Circular A-76 will be followed.

11. Can you provide any additional information regarding this RFI that pertain to deadlines for submission of information and associated timelines/schedules? Will there be an Industry Day and/or any related activities?

Response: The RFI (Request for Information) was published on July 28, 2003 and closed on August 17, 2003. Using FedBizOps, which is the official site, in addition to www.dfas.mil, the RFI was published as a Market Research Tool to gauge Industry's interest and capability to perform Disbursing services currently being provided by DFAS. There will be no associated Industry Day. The deadline for capability statements was August 17th. The RFI was not a commitment by DFAS to issue a RFP at a later date. If such a decision is made, OMB A-76 guidelines will be followed.

12. Is there any deadline for submitting a response to the DFAS market survey related to disbursing services?

Response: The RFI (Request for Information) was published on July 28, 2003 and closed on August 17, 2003. Using FedBizOps, which is the official site, in addition to www.dfas.mil, the RFI was published as a Market Research Tool to gauge Industry's interest and capability to perform Disbursing services currently being provided by DFAS. There will be no associated Industry Day. The deadline for capability statements was August 17th. The RFI was not a commitment by DFAS to issue a RFP at a later date. If such a decision is made, OMB A-76 guidelines will be followed.

13. Is the cost of operating Disbursing imbedded in the other functions such as travel or vendor pay at DFAS or is it a separate cost. I could not find a budget line for cost in the DFAS 2004 budget.

Response: The overall cost of Disbursing operations within DFAS is approximately \$50M.

14. If you were to continue with competition for these services, would the competition be conducted under OMB Circular A-76?

Response: If such a decision is made, OMB A-76 guidelines will be followed.